



## **Clubhouse Admissions Contract**

**Child's Name:**

**Date of Commencement:**

### **PARTIES**

1. Trinity St Peter's Clubhouse, who's address is Clubhouse: Trinity St Peter's CE Primary School, Paradise Lane, Formby, L37 7EJ
2. Parent(s) / Carer(s) of the above-named child

### **BACKGROUND**

- Trinity St Peter's Clubhouse is a fully integrated and valued part of our whole school and operates during term time only
- All policies and procedures of the school are therefore adopted by the Clubhouse Wrap Around Care ensuring consistency and continuous high standards.
- The Clubhouse comes under the umbrella of the school OFSTED inspection.
- We comply with all the legal requirements set out and have regard for the Early Years Framework.
- Trinity St Peter's Clubhouse will take all the necessary steps to safeguard and promote the welfare of the children in our care.

### **DEFINITIONS**

3. School – Trinity St Peter's CE Primary School at Paradise Lane, Liverpool L37 7EJ
4. After School Club - care at the Clubhouse from Monday to Friday 3.05pm up to 5:00pm or 3.05pm up to 6.00pm. (Including snack e.g sandwich / wrap, pasta, spaghetti on toast).
5. Breakfast Club - care at the Clubhouse Monday to Friday from 7:40am to 8:40am (including breakfast if required)
6. School Money – School Money is a modern school payment to enable us to manage parental payments. Further information can be found on the school website.

### **AGREEMENT**

7. After School Club sessions cost Up to 5pm £10.00 or Up to 6pm £15.00 per child.
8. Breakfast Club sessions cost £5.00 per child.
9. Parents /Carers must complete the regular session form on a termly basis to select their sessions for the following term and provide details of how payments will be made.
10. Should days / sessions be at maximum capacity we operate a waiting list.
11. School currently accepts payments through Childcare vouchers, Government tax-free childcare, school money and the Childcare grant payment service.
12. Parents / Carers who wish to utilise the Government tax-free childcare must ensure that they email Clubhouse at [clubhouse@tsp.sefton.school](mailto:clubhouse@tsp.sefton.school) once a payment is made, providing the date, reference number and amount paid. Only with this information, can School allocate a payment to a Parent / Carers Clubhouse account.
13. Ad hoc sessions, when places are available, are charged at an increased rate of £6.60

for a Breakfast Club session and £13.20 for an After School Club session up to 5pm or £19.80 for an After School Club session up to 6pm and must be paid for the following week, upon receipt of notification from School Money.

14. All committed sessions will be invoiced on a half-termly basis, in advance, and full payment is due within 14 days of the date of the invoice.
15. Persistent late or non-payment of fees may result in forfeiting your child's place.
16. If payment has not been received within 14 days, a late payment fee of £25 may also be incurred.
17. Fees are non-refundable and not transferrable, and the full session amount is payable regardless of how long your child attends each session at Clubhouse
18. In exceptional circumstances where the school is unable to open, such as a Snow Day, fees may be non-refundable.
19. Parents / Carers should inform Clubhouse if your child has any dietary requirements
20. If your child/children are unable to attend a session, Carers must inform the club directly and will not be entitled to a refund as the fee will be claimed by the school.
21. Parent / Carers should recognise that there are expectations and obligations relating to the conduct/behaviour of children, in line with School Policy. Failure to abide by such expectations may result in a child no longer being able to attend the club.
22. The School has regard to the Equality Act 2010 regarding accessing the club.
23. The club will not accept any responsibility for loss or damage of personal belongings
24. In the case of late collection from the club a fee of £10 per child if they are not collected after 5 minutes of their session ending will be imposed on the Parent/Carer. Anyone collecting their child after this time will also be charged an additional £20.00 per child.
25. If a child is still uncollected at 6.30pm, regardless of contact with a parent or other authorised person, school may be required to inform Sefton's Safeguarding Team
26. It is the Parent / Carer's responsibility to inform the Clubhouse if there are any changes to the contact details or health information
27. Four weeks' notice is required in writing if you wish to terminate the contract/alter regular sessions
28. Parents must take responsibility to familiarise themselves with the Clubhouse and School Policy and Procedures and agree to adhere by them. Copies are available to view on the school website.
29. Parents are politely reminded that no mobile phones are permitted within the setting.
30. Children who require 1-1 support in Clubhouse where an additional staff member is needed, will be contacted by a member of Clubhouse staff to discuss further. In this instance, payment is made for the additional support staff rather than the session place.
31. I understand that School may share data collection details with Clubhouse, and any other party necessary in order to safeguard children attending Clubhouse.

Failure to complete this form, including at least one Parent / Carer's signature, will result in any Clubhouse place(s) being forfeited.

Failure to comply with any of the above agreement will be regarded as a breach in contract and will result in the exclusion of your child from the Club.

I/We have read and agree to abide by the terms of this Admission Contract.

Parent / Carer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_